

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 870216-01 FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Application Number Georgia Department of Corrections Facilities Div., Inamte Affairs Section **Application Number** 2 Martin Luther King, Jr. Dr., S.E. Date Received East Tower, 7th Floor, Atlanta, GA 30334 MAR 1 6 1987 MAR 26 1987 2. Person to Contact **Working Title** Telephone Number Susan Davis Records Management Offiver 656-5561 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. 86-17 _ Check One: ☐ Change; ☐ Supercede; ☐ Void c. Amend Application No. . 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1972 Present Inmate Claims against the State Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Inmate Affairs Section is responsible for receiving offenders sentenced to be incarcerated, monitoring their movements within the system and assisting their return to the community. The division administers these functions through utilization of classification procedures. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Investigating claims filed by state inmates with the State Claims Advisory Board requesting monetary compensation for lost or stolen personal property, and preparing "Statements of Findings and Recommendations" relative to the claims for submission to the Board. Included are: "Official Notice of Claim Against State" form, Claimant's Sworn Affidavit, supporting documents, copy of grievance form (if used as evidence), G.S.P. Grievance Committee Report (if G.S.P. inmate), Inmate Log, Inmate Personal Property Inventory Sheet, Inmate Affairs Section Investigator's Report, recommendation for disposition of claim (from Deputy Commissioner of Facilities), notification of decision made by the State Claims Advisor, Board, and Inmate Claims Log Book. File is arranged: chronologically by year; then by institution except for G.S.P. which is by institution, then by month. 8. Monthly Reference Rate How often are records referred to which are: $\underline{}$; Seven to twelve months old $\underline{}$; Thirteen to twenty-four months old $\underline{}$; One to six months old ___6 twenty-five months and older. 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers ____ __; Shelves _____; Other (specify) _ AR-50-71; Rev. 76

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

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	х.	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
1	X _	c. Is this a vital red	cord?						
1	X -	d. Does this series have historical or long term research value?							
[,	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these							
_N/4	<u> </u>	documents be scheduled separately? f. Is the information contained in this series ever published? If yes, attach copy.							
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	 	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy,							
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?							
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Adv	visoi	ry Board							unclaimed for
o.c.	.G.A	. 44-12-199 Inn	nate proper	ty, includir	ng funds	, not presun	ed abandone	d until/	
12. 🛭	Appro	ved Disposition Instru	uctions Thi	is agency recomme	ends that th	ne file series be cut	t off at the end of	f each:	
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Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			State Audi	State Auditor/Designee		IN I South			3-22 87
			State Auditor/Designee		11 xxxxxxx			_1.1.	
			Secretary of	State/Designee	Ydwa	rd Week	<u></u>		3/19/87
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TO THE ICAL	TON FOR RECORDS RETENTION SCHEDULE	DEPARTMENT OF ARCHIVES AND HISTOI RECORDS MANAGEMENT DIVISION		
	Publication No. 76—RM—1 for instructions on completing test and History, Records Management Division, 330 Capito			
Attention: Scheduling	Section.			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
polication Data	Ga. Department of Corrections	Application Number		
•	Facilities Div., Inmate Affairs Section	86-17		
	2 Martin Luther King, Jr. Dr., S.E.			
pplication Number	East Tower, 7th Floor	Deta Received Data Completed		
·	Atlanta, GA 30334	MAR 4 1986 JUN 1 6 1988		
. Person to Contact	Working Title	Telephone Number		
Susan Davis	Records Management Offi			
Action Requested				
a. & Establish Retention	Schedule; record will continue to accumulate.	•		
	ccumulation; no further accumulation anticipated.			
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. Dates of Series	5. Records Series Title (followed by title used in office; if d			
arliest Latest		•		
1972 Present	Inmate Claims equinat the State Files			
Division and Office Function	Inmate Claims against the State Files Note: The Communication of the Division and the Office in			
-	Affairs Section	which this record series is created?		
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sentenced to t	be incarcerated, monitoring their movements w	vithin the system		
	their return to the community. The division			
these function	ns through utilization of classification proc	cedures.		
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Record Series Description	This file contains the following documents (include form no	umbers and titles, if any):		
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	vestigating claims filed by state inmates wi monetary compensation for lest or stolen per ndings and Recommendations" relative to the			
Included are: "Officia	Notice of Claim Assimat State Same Glaim	AEE: 1		
more are. Office	al Notice of Claim Against State" form, Claim	mant's Sworn Affidavit,		
supporting doc	cuments, copy of grievance form (if used as e	evidence), G.S.P.		
	nittee Report (if G.S.P. inmate), Inmate Log,			
	ntory Sheet, Inmate Affairs Section Investiga			
recommendation	for disposition of claim (from Deputy Commi	issioner of Facilities),		
	of decision made by the State Claims Advisor,	Board, and Inmate		
Claims Log Boo	OK.			
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File is arranged: chronolo by institution	ogically by year; then by institution except n then by month.	for G.S.P. which is		
by institution	ogically by year; then by institution except then by month. How often are records referred to which are:	for G.S.P. which is		
by institution	How often are records referred to which are: ; Seven to twelve months old; Thirteen to			
by institution Monthly Reference Rate One to six months old	How often are records referred to which are:	o twenty-four months old;		
by institution Monthly Reference Rate One to six months old	How often are records referred to which are: Seven to twelve months old; Thirteen to?	o twenty-four months old;		
by institution Monthly Reference Rate One to six months old	How often are records referred to which are:	o twenty-four months old;		
by institution Monthly Reference Rate One to six months old	How often are records referred to which are:	o twenty-four months old1;		

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	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
	X c. Is this a vital record?									
	X d. Does this series have historical or long term research value?									
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these									
N/	N/A documents be scheduled separately? X f. is the information contained in this series ever published? If yes, attach copy.									
	_X									
х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X If yes, attach cook. N/A Quarterly Report to Board of Corrections.									
x	ŀ	h. Is there a dupli	ication of this s	eries in your offic	s, or in another office or agency? 's Report in Inmate Affairs Section onl					
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11. F	letent	ion Requirements			res the series to be kept:					
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These instructions apply to all prior and future accumulations of the series.										
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			-		State Records Committee (Signature)	Date				
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